



# NASA Procedural Requirements

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## Subject: Internal Placement of NASA Employees

**Responsible Office: Office of Human Capital Management**

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## PART II. Chapter 2. Planning the Program

### 2.1 Initial Planning

For the program to work effectively and for it to be accepted and understood by both management and employees, the program must be a ?systematic management effort? that is well defined, well planned, and well publicized with meaningful objectives and strategies. Adequate initial and continual planning includes the following:

- a. Knowledge of workforce skill levels and educational levels.
- b. Knowledge of positions (e.g., dead-ended vs. high-career potential), overlapping skill areas, and Federal Equal Opportunity Recruitment Program (FEORP) target positions.
- c. Knowledge of staffing patterns--which positions are easily filled under the Competitive Placement Plan; which most often require outside recruitment; and which suffer frequent turnover or attrition rates.

### 2.2 Identifying Positions

2.2.1 The identification of target positions is an essential ingredient of the Upward Mobility Program. The target position is the specific position to be filled through the Upward Mobility Program. The selection of target positions should be preceded by a careful analysis of workforce and staffing requirements and affirmative employment goals. Positions that are easily filled under the Competitive Placement Plan or positions in which under-representation of minorities, women, or persons with disabilities is not present need not be filled through the Upward Mobility Program.

2.2.2 Entry levels for Upward Mobility Program positions must be established with care. Knowledge of the target population grade levels and skill levels, as well as organizational knowledge, is necessary to decide the entry level that will meet the needs of both the target population and the organization in which the target position is located.

2.2.3 Each target position has three levels: entry level, target level, and full performance level. Upward Mobility Program applicants will be selected for the entry level and will receive subsequent training to enable them to meet the qualifications for promotion to the target level. Normally, the target level will be one or two grades above the entry level, depending on whether the target position is in a one- or two-grade interval series. Upon promotion to the target level, the employee will generally have completed the Upward Mobility Program. However, further training may be provided, and future promotions in the career ladder may be made noncompetitively up to the full performance level.

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